

Request for Membership Fee Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an exemption from the membership fee for [Organization Name] for the year [Year].

Due to [briefly explain your reasons, e.g., financial hardship, personal circumstances], I am currently unable to meet the financial requirements for membership. I value the opportunities and support that [Organization Name] provides and would greatly appreciate your consideration of my request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]